

# UAC: Getting Started with Medi-Cal Rx



## What is the Medi-Cal Rx Secured Provider Portal?

The Medi-Cal Rx Secured Provider Portal is the place to go in order to access the following systems:

- Prior Authorization System
- Secure Message Center and Chat
- Beneficiary Eligibility Lookup
- Web and Batch Claims Submission
- Learning Management System

## How do I sign up for the Medi-Cal Rx Secured Provider Portal?

To enable access to the Medi-Cal Rx Secured Provider Portal, you are required to first complete registration for the **User Administration Console (UAC)** application. UAC is a registration tool that controls and manages a user's access to the Medi-Cal Rx Web Portal and associated applications.

## How do I start UAC Registration?

**Step 1:** Refer to the link in the pop-up titled **UAC Quick Start Guide** for step-by-step instructions on how to register and add standard users. Video tutorials are also available on the DHCS YouTube channel.

**Step 2:** Identify and designate a single point of contact to manage employee access to the Medi-Cal Rx Secured Provider Portal. This contact is known as a **Delegated Administrator**. Additional users are known as **Standard Users**.

**Step 3:** The Delegated Administrator will register and create a single user ID and password by navigating to <https://www.medi-calrx.dhcs.ca.gov/provider/> and clicking the **Register** button on the upper-right corner of the screen. Once they are successfully registered, Delegated Administrators are able to create and manage additional users through the UAC.